

Sample
EEOP SHORT FORM

STEP 1: INTRODUCTORY INFORMATION

Grant Title: COPS Universal Hiring Program **Grant Number:** 1999-UM-WX-0928

Grantee Name: Twin Pines Police Department **Award Amount:** \$610,528

Address: 389 Main Street
Twin Pines, OR 49920

Contact Person: Captain Bob Palmer **Telephone #:** 616-867-2405

Date and effective duration of EEOP: January 1, 2001 - December 31, 2001

Policy Statement:

It is the continuing policy of the Twin Pines Police Department to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and department-sponsored educational, social, and recreational programs. Additionally, it is the policy of this department to provide its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the Twin Pines Police Department who fails to comply with this policy is subject to appropriate disciplinary action.

_____ Chief of Police
[signature] [title] [date]

OMB Approval No.: 1121-0140
Expiration Date: 12/31/98
Revised: 7/22/98

STEP 2: POLICE DEPARTMENT'S WORKFORCE (both full and part-time)

		MALE					FEMALE				
Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators	1 100%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals	10 100%	2 20%	6 60%	0 0%	0 0%	0 0%	0 0%	2 20%	0 0%	0 0%	0 0%
Technicians	54 100%	0 0%	26 48.1%	0 0%	0 0%	0 0%	0 0%	28 51.8%	0 0%	0 0%	0 0%
Protective Services	Officials *	85 100%	3 3.5%	76 89.4%	1 1.2%	0 0%	0 0%	4 4.7%	0 0%	0 0%	1 1.2%
	Patrol Officers	274 100%	8 2.9%	224 81.7%	10 3.6%	4 1.5%	0 0%	1 0.4%	26 9.5%	1 0.4%	0 0%
Para-Professional	13 100%	0 0%	6 46.1%	0 0%	2 15.3%	0 0%	1 7.7%	4 30.7%	0 0%	0 0%	0 0%
Office/Clerical	37 100%	0 0%	2 5.4%	0 0%	0 0%	0 0%	2 5.4%	32 86.5%	0 0%	1 2.7%	0 0%
Skilled Craft	The Police Department does not have any employees in this job category.										
Service/Maintenance	26 100%	1 3.8%	8 30.7%	0 0%	0 0%	0 0%	5 19.2%	12 46.1%	0 0%	0 0%	0 0%

* SWORN OFFICIALS

Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Chiefs, Deputy Chiefs	4 100%	0 0%	4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Captains, Inspectors	8 100%	0 0%	7 87.5%	0 0%	0 0%	0 0%	0 0%	1 12.5%	0 0%	0 0%	0 0%
Lieutenants	14 100%	1 7.1%	12 85.7%	0 0%	0 0%	0 0%	0 0%	1 7.1%	0 0%	0 0%	0 0%
Sergeants, Detectives	59 100%	2 3.4%	53 89.8%	1 1.2%	0 0%	0 0%	0 0%	2 3.4%	0 0%	0 0%	0 0%
TOTALS	85 100%	3 3.5%	76 89.4%	1 1.2%	0 0%	0 0%	0 0%	4 4.7%	0 0%	0 0%	1 1.2%

STEP 3: COMMUNITY LABOR STATISTICS

		MALE					FEMALE					
Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN	
Officials/ Administrators	12,594 100%	364 2.9%	6,601 52.4%	289 2.3%	68 0.5%	33 0.3%	152 1.2%	4,928 39.1%	113 0.9%	10 0.1%	24 0.2%	
Professionals	16,963 100%	552 3.3%	6,709 39.6%	166 1.0%	239 0.8%	8 0.0%	516 3.0%	8,721 51.4%	63 0.4%	80 0.5%	9 0.1%	
Technicians	4,476 100%	209 4.7%	2,295 51.3%	66 1.5%	42 0.9%	0 0.0%	156 3.5%	1,657 37.0%	26 0.6%	25 0.6%	0 0.0%	
Protective Services	Officials	1,219 100%	94 7.7%	866 71%	21 1.7%	10 0.8%	0 0%	57 4.7%	162 13.3%	0 0%	9 0.7%	0 0%
	Patrol Officers	43,865 100%	2144 4.9%	18,093 41.2%	949 2.2%	404 0.9%	40 0.1%	1,759 4.0%	19,223 43.8%	847 1.9%	300 0.7%	77 0.2%
Para-Professional	3,773 100%	70 1.9%	346 9.2%	23 0.6%	18 0.5%	10 0.3%	411 10.9%	2,829 75%	77 2.0%	17 0.5%	14 0.4%	
Office/Clerical	29,451 100%	478 1.6%	6,830 23.2%	236 0.8%	156 0.5%	16 0.1%	1,168 4.0%	19,819 67.3%	313 1.1%	361 1.2%	67 0.2%	
Skilled Craft	Not Applicable											
Service/ Maintenance	27,153 100%	1,491 5.5%	15,508 57.1%	675 2.5%	499 1.8%	69 0.3%	744 2.7%	7,284 26.8%	374 1.4%	454 1.7%	55 0.2%	

STEP 4B: UTILIZATION NARRATIVE

A comparison of the Twin Pines Police Department's workforce to the community labor statistics for Boxen County indicates underutilization of women and minorities in several areas. Community labor statistics show that Hispanic, Asian/Pacific Islander, and American Indian/Alaskan Native populations are very small in Boxen County (all less than 2.5%). Therefore, the larger areas of underutilization identified were all of African-American males and females and white females. The majority of this plan will focus on addressing those larger areas of underutilization, however, the Police Department would welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups. After reviewing the results of the underutilization analysis, the Police Department has identified the following areas of concern:

Officials and Administrators - Although the analysis shows significant underutilization of females and minorities, the Police Department only has one position in this group, currently held by a white male. No turnover is expected, however, if the position opens up or more positions are added to the job group, the Police Department will make every effort to recruit qualified female and minority applicants.

Professionals - White females are underutilized by 31.4% and African-American females by 3%.

Technicians - Underutilization of African-Americans, males by 4.7% and females by 4.2%.

Protective Services (Officials) - African-American males are underutilized by 4.2%, African-American females by 4.7%, and white females by 8.6%.

Protective Services (Patrol Officers) - Females are underutilized, white females by 34.3% and African-American females by 3.6%.

Para-Professionals - White females are underutilized by 44.3% and African-American females by 3.2%.

STEP 5: OBJECTIVES

The Twin Pines Police Department is committed to making its workforce profiles more closely reflect the available labor force in the community. Based on the results of the underutilization analysis, the Police Department has established the following objectives:

Because females are underutilized in most job categories within the Police Department, it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure that females receive equal opportunity to secure employment. The Police Department will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the Department. Specifically, the Police Department will try and attract qualified female applicants for Professional, Para-Professional, and Protective Services positions.

Because African-American males and females are underutilized in the Technicians and Protective Services job groups, it is the Police Department's objective to increase representation by targeting recruitment efforts in order to attract qualified African-American candidates to apply for these positions. The Department will evaluate its current promotional and recruitment practices to ensure African-Americans are receiving equal opportunity to secure employment.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

- Continue the physical training program for Police Officer applicants. This eight-week program is geared toward female applicants, but open to all applicants.
- Continue the academic preparation for the Post written exam. This eight-week program is open to all applicants.
- Use teams of minority and female Police Officers to assist in the recruitment process, and increase attendance at job fairs which target women and minorities.
- Increase the recruitment period for Police Officer from eight weeks to three months.
- Compile a list of organizations having effective contact with minority groups and females, and establish continuous working relationships with these organizations.
- Continue to advertise job opportunities using local minority newspapers and radio stations.
- Provide EEO training to supervisors and managing directors on EEO policies.
- Provide greater access to testing opportunities by offering nighttime, weekend, and off site testing.
- Establish a formal mentoring program within the Police Department.
- Encourage females and minorities to take advantage of department training policies which provide reimbursement for college course work.

STEP 7: DISSEMINATION

External

- Continue to include the statement “The Twin Pines Police Department is an Equal Opportunity Employer” on all job applications and postings.
- Post the EEOP on the City’s web page.
- Post a memo in the Human Resource Office explaining how applicants and members of the public may obtain a copy of the EEOP.
- Annually inform all recruiting sources in writing of the EEO plan and commitment.

Internal

- Include a statement in all publications of the Employee’s Newsletter advising of the availability of the EEO Plan.
- Conspicuously post the EEO Policy on bulletin boards throughout the Department.
- Meet with all supervisory staff to ensure they are familiar with the Police Department’s EEO objectives.